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DDR-53-62

3 April 1962

MEMORANDUM FOR: Director of Logistics

THROUGH : Deputy Director (Support)

SUBJECT : Deputy Director (Research) Office Space

1. In confirmation of earlier conversations, I am hereby making a formal request for permanent space in the Headquarters building for my immediate office.

2. In addition to myself, my office as presently planned will include a deputy, an executive assistant, two senior technical assistants, an assistant for administration, a two-man registry, and five secretarial personnel for a total of thirteen. In my view, a reasonable allocation of space would require seven offices (though obviously some need not be large), together with bay space for secretarial personnel. We will also need a conference room of substantial size in the immediate area, since our work requires frequent meetings with industrial and academic visitors. An additional desirable feature would be some adjacent vault space to accommodate bulky classified graphs and displays.

3. Although I recognize that this injects an additional difficulty, I urge that this space be located on the seventh floor. The Director's interest and involvement in DD/R programs argue strongly that his office be provided immediate access to the DD/R and his staff.

/s/
HERBERT SCOVILLE, JR.
Deputy Director
(Research)

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ODDR [redacted] mh (3 Apr 62)

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